

**BY ORDER OF THE COMMANDER
AIR MOBILITY COMMAND**



AFI 10-1101-AMC1

AIR MOBILITY COMMAND

Supplement 1

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Operations

**OPERATIONS SECURITY (OPSEC)
INSTRUCTIONS**

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OPR: HQ AMC/DOOO
(Major Richard M. Toney)
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(Colonel Irwin)
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AFI 10-1101, 19 May 1994, is supplemented as follows: (This supplement provides direction for accomplishing command OPSEC objectives. It places responsibility on AMC wings and AMC geographically separated units to maintain effective OPSEC programs. It does not apply to AMC-gained Air Force Reserve wings and AMC-gained Air National Guard units. This publication requires the collection and maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain the Social Security number (SSN) is Executive Order 9397 22 November 1943. The SSN is required for positive identification of personnel.)

2.1.1. (Added) All AMC NAFs, wings, AMOGs, AMSGs will review critical information, OPSEC indicators, and associated messages at least annually to ensure relevancy to current mission, activities, and procedures and to validate the need for continued protection.

2.1.2. (Added) All AMC NAFs wings, AMOGs, AMSGs, and AMSSs will develop a list of critical information and appropriately review to reflect changing mission, activities, and procedures.

2.2.2. An OPSEC mission critical information list will be developed by all AMC units for each OPLAN/CONPLAN/EXPLAN or contingency operation it is tasked to support.

2.2.2.1. (Added) Through the OPSEC Program Manager (PM), all AMC commanders and planners will ensure subordinate commanders and supporting organizations receive and disseminate the critical information list so items listed may be protected by all personnel.

2.2.2.2. (Added) The period of duration for implementing protective measures will be specified on each critical information list by the OPSEC PM.

2.2.4. AMC organizations must consider OPSEC when issuing contracts for classified, sensitive, or unclassified programs. If an OPSEC requirement is included in the contract, indicate "yes" in block 11j of the DD Form 254, **DoD Contract Security Classification Specification**. Justification must be in block 13.

2.5. OPSEC PMs will ensure risk assessment(s) are developed.

2.5.1. OPSEC PMs will perform risk assessments and provide recommendation(s) to wing/group commanders at least annually. Risk assessments will be documented and retained on file until superseded.

2.6.2. The OPSEC measures will be centrally supervised and maintained by the AMC ops plans sections.

3.1.1. (Added) The command OPSEC program organizes all subordinate unit OPSEC programs; provides an OPSEC PM at the MAJCOM (HQ AMC); integrates OPSEC into AMC plans and directives, and develops policies and guidance that provides for coordination, training, education, and recognition by all unit OPSEC programs and program managers.

3.1.2. (Added) All AMC wings, AMOGs, AMSGs, and AMSSs will appoint a wing OPSEC PM. PMs should be appointed for a minimum of 1 year.

3.1.3. (Added) The primary OPSEC PM will be an officer or equivalent. Designate OPSEC PMs by letter of appointment, within 30 days of assignment, signed by the Wing/CC or equivalent and send a copy to HQ AMC/DOOO.

3.2.3. All AMC NAFs, wings, AMOGs, AMSGs, and AMSSs PMs, with assistance from the command OPSEC PM, will develop and monitor OPSEC education/awareness programs for their activity.

3.2.3.1. (Added) All AMC PMs will develop and provide an initial OPSEC newcomer orientation briefing during wing and/or unit in-processing. Audiovisual or hard copy handouts may be used to provide the training. Records will be kept by the PM on how many unit personnel received the training annually using an Air Force approved data automated system.

3.2.3.2. (Added) All AMC OPSEC PMs will develop and conduct recurring OPSEC training for all assigned personnel. Visual aids on bulletin boards, commander's call briefings, and handouts are just some of the means available to conduct this training.

3.2.4. Upon assignment, OPSEC PMs will coordinate with HQ AMC/DOOO for scheduling of OPSEC PM course(s) in order to complete their training within 90 days of appointment. HQ AMC OPSEC PMs will notify AMC units of scheduled OPSEC courses, and coordinate, prioritize, and allocate course quotas based upon training slot availability. Under no circumstance will units coordinate OPSEC course slots directly with the Air Force Information Warfare Center (AFIWC). TDY cost associated with training is unit funded.

3.3. All AMC units will fund for formal training of primary/alternate OPSEC PMs. OPSEC working group members may also attend the course at unit expense.

3.3.1. (Added) Units requesting AFIWC conduct an OPSEC Multi-Discipline Vulnerability Assessment (OMDVA) for their unit must be prepared to fund limited portions of AFIWC personnel TDY costs.

3.3.2. (Added) All OPSEC conferences, seminars, and workshops will be unit funded.

3.4. The Director of Operations (HQ AMC/DO) is the Command OPSEC office of primary responsibility. The

OPSEC PM is HQ AMC/DOOO, 402 Scott Drive, Unit 3AI, Scott AFB IL 62225-5302. DSN 576-1651. This OPR evaluates the AMC OPSEC program based on annual wing OPSEC reports, OPSEC appraisals, OPSEC surveys, and AMC Inspector General reports.

3.5.1. (Added) Intelligence and AFOSI units will provide AMC OPSEC PMs with recurring threat assessment data.

3.6.1. (Added) HQ AMC/DOOO coordinates OPSEC programs and activities between MAJCOMs and organizations outside the command. Units will not seek services outside the command without first coordinating with the AMC OPSEC PM.

4.1.1. Commanders are defined as wing commanders or equivalent.

4.1.2. The OPSEC office of primary responsibility (OPR) for AMC resides in HQ AMC/DOOO. Organizational placement for the OPR at AMC field activities will be in operations plans (XP) area. Any deviation to this requires a waiver request from the wing commander or equivalent to HQ AMC/DOO stating reasons they cannot comply and logic for realignment.

4.1.3. Wing OPSEC PMs should be included and subjected to recall on crisis or contingency action team rosters.

4.1.3.1. (Added) The OPSEC PM at all levels must have full knowledge and understanding of the operations and activities of their wing/unit. Ideally, the OPSEC PM is the individual responsible for planning or implementing the unit's operations. When this is not feasible, the OPSEC PM must have a close working relationship with personnel responsible for operations within the organization. Together they, in conjunction with OPSEC working group, determine the sensitivity of each plan or operation and identify operational vulnerability. Vulnerability should be eliminated, if possible, or reduced by acceptable compensatory actions. When neither elimination nor reductions are possible or practical, conduct a risk assessment to evaluate the consequences by continuing the plan of operation.

4.1.4. Tenant AMC OPSEC PMs will closely coordinate and integrate with host wing OPSEC initiatives. If the host wing has an OPSEC working group, the AMC PM will seek representation in it.

4.1.5. All AMC OPSEC PMs will perform an annual appraisal/status report of their OPSEC program. Results will be forwarded to HQ AMC/DOOO NLT 1 October each year. Reports will be used as the basis for improving the overall command program and for MAJCOM/national OPSEC awards and consideration. The report will cover the period from 1 August through 31 July. The report will be coordinated through and signed by the wing commander or equivalent.

4.2. OPSEC PMs will recruit subordinate unit OPSEC PMs and working group members as deemed appropriate to maintain a viable OPSEC program. PMs will ensure they and their subordinate units comply with chapter 4 of the basic instruction.

4.2.1. All AMC NAFs, wings, AMOGs, AMSGs, and AMSSs will designate a primary and alternate PM in writing. Send the letter of appointment to HQ AMC/DOOO; update appointment letters as changes occur. Appointment letters will include:

- Name:

- Rank or Grade:
- Security Clearance:
- Commercial Telephone Number:
- STUIII Number:
- Secure Fax Number:
- E-Mail Address (<userID>):
- Message Address:
- Mailing Address:

- Full Title and/or Additional Duty Position:

4.2.2. All AMC OPSEC PMs will use the AMC OMNIBUS OPLAN, Annex C, as a basis for developing OPSEC planning guidance and incorporation into local plans.

4.2.5. (Added) OPSEC PMs must establish a close working relationship with the Office Interagency OPSEC Support Staff for training and education support material. To obtain video and training publications to assist in program development, contact:

- Interagency OPSEC Support Staff
- 6411 Ivy Lane, Suite 400
- Greenbelt MD 20770-1405
- Tel: (301) 982-0323
- Fax: 301 982-2913

4.3. Wing OPSEC working groups will conduct an annual OPSEC process review on their primary unit mission. The OPSEC process review should include the identification of critical information, threat and vulnerability analysis, risk assessment, and countermeasure application.

4.3.1. AMC OPSEC PMs at all levels must annually ensure an OPSEC Annex is written to support all operations, wartime, contingency, and exercise plans the organization is tasked to support. The OPSEC annex for each plan must include a list of identified critical information applicable to the operation. Additionally the OPSEC PM's will use the OPSEC Working Group (OWG) to assist in each plan development.

4.3.3. (Added) Wing PMs should recruit working group members from other Information Warfare disciplines, intelligence, local OSI, and cross-functional organizations within their wing.

4.4. OPSEC PMs will review/update unit plans annually for OPSEC currency.

4.7.2. (Added) OPSEC PM's will use the following format when submitting their annual OPSEC Status Report:

Paragraph 1: Provide a brief overview of the OPSEC program's health.

(a) List your unit OPSEC PM information: Include office symbol, rank, full name, mailing

address, commercial phone number, secure DSN (STUIII) number, and both classified and unclassified fax number.

(b) OPSEC Appraisal of the AMC Wing or Equivalent: Describe OPSEC activities, what the wing has achieved in the last year. Discuss where your unit program was and where it is now.

(c) Future Initiatives: Describe your strategic goals and milestones to achieve them.

(d) Problem Areas: Describe challenges in your unit, where you need extensive support, and what your recommendations are to solve the problems.

(e) Training Activities: How many people were trained? What methods were used? What was the effect on the mission?

(f) Summary of OPSEC Surveys or Assessments: Describe internal/external OPSEC wing assessments. These include AFIWC/OMDVAs conducted.

(g) Lessons Learned: (Exercises, Surveys, Contingency Operations, etc.)

(h) Commander Support: Describe how the wing commander or equivalent supports OPSEC and how it affects your program.

(i) Air Force OPSEC Managers Course Requirements: List projections for the next year.

4.8. OPSEC PMs will coordinate OPSEC training requirements and materials with the unit training section.

4.8.1. Results from the OPSEC process review should form the basis of the unit recurring training program.

4.8.2. OPSEC PMs will develop OPSEC education/training programs to support the following:

(a) Initial OPSEC Awareness: All assigned military, civilian, and contractor personnel will receive this training during wing/unit in-processing, NLT 30 days after assignment to the unit by the OPSEC PM. Document all training using any Air Force approved data automated system.

(b) Annual Refresher OPSEC Awareness: OPSEC refresher training will be developed and administered to all military and civilian personnel on an annual basis. For maximum effectiveness, OPSEC training will be mission oriented and include a current hostile intelligent threat assessment briefing. The methodology of annual training may vary. Use whatever vehicle is most effective to reach your audience. Briefing videos or circulation of locally produced OPSEC education packages are vehicles.

(c) OPSEC PMs will forward copies of locally developed OPSEC education/training packages to HQ AMC/DOOO for possible cross-feed to other units.

(d) OPSEC PMs will display OPSEC visual aids and current events throughout the wing to enhance day-to-day awareness. Bulletin boards or computer local area networks are an excellent means to spread the word.

4.8.3. Units are encouraged to use commander's calls and staff meetings as a forum for OPSEC updates.

4.8.4. (Added) All AMC military, civilian, and contractor personnel are responsible for understanding the OPSEC contents and the hostile threats to AMC operations and resources. Each must apply their understanding in performance of their assigned duties.

4.9. Unit funding of OPSEC is minimum. However AMC units must budget for OPSEC TDYs to include training, workshops, and seminars.

4.10.1.3. AMC units requesting AFIWC conduct an OPSEC/OMDVA will forward a letter to HQ AMC/DOOO signed by the wing commander or equivalent. The letter must include primary and alternate dates they would like the assessment to be conducted, what exercise or special event the assessment will coincide with and the name of the unit POC for further coordination. This letter should be forwarded to HQ AMC/DOOO NLT 120 days prior to request date.

4.10.1.4. (Added) OPSEC PMs will ensure OMDVAs scheduled are protected as "close hold" information. Breaching the confidentiality of scheduled OMDVAs only detract from the intent--to assess the wing's true vulnerabilities. If word gets out the OMDVA is scheduled, unit personnel will not respond on a normal, routine basis and the assessment will be flawed.

4.10.1.5. (Added) OPSEC PMs will forward a "sanitized" copy of each OMDVA assessment report to HQ AMC/DOOO NLT 60 days after concluding the event. Sanitized means removing or blocking out unit symbols and geographical references in the report. The cross-feed information will be shared with other units so they may benefit from the lessons learned.

4.12. (Added) Program managers will maintain a continuity file that contains a minimum of associated directives (JCS Pub 3-54, AFPD 10-11, AFI 10-1101, and this supplement), AFIWC OPSEC program manager course materials, unit training plan, and unit training materials.

Attachment 1. (Added)**OPSEC PROGRAM MANAGER SELF-ASSESSMENT CHECKLIST**

A1.1. Is the commander's involvement in and support of the unit OPSEC program evident? (AFI 10-1101, paragraph 4.1.1.)

A1.1.1. Does the commander address OPSEC issues at staff meetings or commander's call? (AFI 10-1101, paragraph 4.1.1.)

A1.2. How is OPSEC integrated into organizational plans and activities? (AFI 10-1101, paragraph 4.1.5.)

A1.2.1. Does OPSEC working group meet periodically to review OPSEC considerations for unit plans and activities? (AFI 10-1101/AMC1, paragraph 4.3.)

A1.2.2. Has unit identified its critical information and indicators? Are appropriate countermeasures applied? (AFI 10-1101/AMC1, paragraph 4.3.)

A1.3. Have plans and OPSEC measures been coordinated across organizational and functional lines? (AFI 10-1101, paragraph 4.1.5.)

A1.3.1. Does OPSEC working group include members from other Information Warfare disciplines and functional areas within the wing? (AFI 10-1101/AMC1, paragraph 4.3.5.)

A1.4. Do Intelligence and OSI participate in the OPSEC working group and OPSEC process? (AFI 10-1101/AMC1, paragraph 4.3.5.)

A1.4.1. Is adequate threat analysis information available? (AFI 10-1101, paragraph 4.4.4.)

A1.5. What OPSEC training and education initiatives has your unit pursued? (AFI 10-1101, paragraph 4.8.)

A1.5.1. Do unit personnel receive OPSEC training within 90 days of assignment? (AFI 10-1101, paragraph 4.8.1.)

A1.5.2. Does your unit provide recurring OPSEC training? (AFI 10-1101, paragraph 4.8.)

A1.5.3. What education and training materials unique to your unit are made available to personnel (articles, reminders, slogans, posters)? (AFI 10-1101, paragraph 4.8.)

A1.6. Has your wing requested a formal OPSEC survey or conducted an in-house ad hoc OPSEC survey (encouraged, not a yearly requirement)? (AFI 10-1101, paragraphs 4.10.1.1 and 4.10.1.3.)

A1.7. Were actions taken on survey recommendations or quality improvement initiatives? (AFI 10-1101, paragraph 4.10.1)

A1.8. Is the OPSEC PM named in writing and trained within 90 days of appointment? (AFI 10-1101/AMC 1, paragraph 3.1.1.)

A1.9. Does your unit provide adequate funding for OPSEC initiatives and training? (AFI 10-1101, paragraph 3.3.)

A1.10. What support or assistance can higher headquarters provide for continuous improvement of your program?

ROBERT E. DAWSON, Colonel, USAF
Deputy Director for Operations